



REQUEST FOR QUALIFICATIONS

SEPTEMBER 23, 2010

GIS TECHNICIAN

THE CITY OF RIVERDALE
RIVERDALE, GEORGIA
971 WILSON ROAD
RIVERDALE GA, 30296

INTRODUCTION

The City of Riverdale through the Planning, Zoning and Economic Development Department is soliciting a request for qualifications for a GIS Technician to manage GIS equipment, software, data, and products for the City of Riverdale's GIS Program.

ORGANIZATIONAL GOALS

The City of Riverdale is fully committed towards:

- Developing and implementing an effective and comprehensive "Geographic Information System" (GIS) program designed to:
- Markedly increasing the city's capabilities to improve in the areas of Planning, Public Safety and the Tax Division for commercial revitalization and economic development.

SUBMITTAL INSTRUCTIONS

The candidate must carefully examine the requirements and conditions expressed in the attached documents and become fully informed as to the quality and character of the information requested.

- A. The Submission Packet is to include "Two" (2) copies.
- B. Each Submission Packet is to be bound and shall not exceed *Ten* (10) pages,.
- C. Proposals must be received by **3:30 P.M.**, local time, on **Friday November 12, 2010** and submitted to:

**Camilla Moore– Director of Planning, Zoning, and Economic Development
GIS Technician Qualifications
City of Riverdale
Planning, Zoning, and Economic Development Department
971 Wilson Rd.
Riverdale, GA 30296**

- D. Any proposal received after *3:30 P.M* **Friday November 12, 2010** **WILL NOT** be accepted.
- E. Selection criteria are outlined within this document, herein.
- F. All candidates submitting a written response will receive written notice of the award decision.

- G. All submittals and documentation received by the “Department” shall become the property of the City of Riverdale and will not be returned.
- H. The City of Riverdale –Planning, Zoning, and Economic Development Department reserves the right to reject any and all submittals received in response to this “Request for Qualification” submission. The “Department” is under no obligation to award and/or enter into a contract for these services and the consultant selection schedule may be revised at the Department’s discretion.
- I. All costs associated with the preparation and submission of the “Request for Qualifications” submission packet shall be borne solely at the expense of the candidate. The City of Riverdale – Planning, Zoning, and Economic Development Department shall not, be responsible for any costs or expense incurred by the applicant for the preparation of the RFQ Submission Packet.
- J. This “Request for Qualifications” and the interview selection processes shall in no way be deemed to create a binding contract of agreement of any kind between the City of Riverdale – Planning, Zoning, and Economic Development Department and the candidate and/or selected firm.
- K. The City of Riverdale – Planning, Zoning, and Economic Development Department reserves the right in its sole discretion to waive informalities in a proposal, but is not required to do so.
- L. The candidate will also be required to make presentations to and obtain input from governmental officials, area residents and businesses.
- M. The RFQ Submission Packet should be responsive to the each item in the specific range of issues elaborated in this “Request for Qualifications”.
 - It is the responsibility of the candidate to examine the entire RFQ package, seek clarification in writing, and review its RFP submission packet for accuracy before submitting their RFQ submission packets.
 - Once the submission deadline has passed, all submitted RFQ submission packets will be considered final.
 - Any submitted RFQ submission packet shall remain a valid submission for three months after the submission due date, or until the City executes a contract, whichever is first.



Contract Amount

- ❖ All contract amounts, costs, and conditions outlined in this “RFQ” shall remain fixed and valid for acceptance for sixty (60) calendar days starting on the due date of the bid.
- ❖ Contract amount will remain firm for the duration of the contract.

■ **EQUAL EMPLOYMENT OPPORTUNITY**

The consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or disability. The consultant will take affirmative action to ensure applicants are employed, and that employees are treated fairly during employment without regard to their race, color, religion, sex, national origin, or disability.

Such action shall include, but not be limited to, (1) employment, (2) upgrading, (3) demotion, (4) transfer, (5) recruitment or recruitment advertising, (6) layoff or termination, (7) pay rates or other forms of compensation and (8) selection for training, including apprenticeship.

■ **PROHIBITED INTERESTS**

No elected official, officer or employee, or agent of the City Riverdale will have either a direct or an indirect interest in this contract or the proceeds thereof.

■ **PROHIBITED CONTACT**

No candidate is to discuss any part of this “RFQ” with any member or employee of the City of Riverdale.

■ **REJECTION**

The City of Riverdale reserves the right to reject any and all submittals or parts thereof and to reissue this Request for Proposal. In addition, The City of Riverdale does not guarantee that a contract will be awarded, as a result of this Request for Proposal.

■ **TERMINATION OF CONTRACT**

The Department may terminate the Contract without cause at any time at its sole discretion by delivering a thirty (30) day written notice to the consultant.

- If for any reason the successful consultant fails to fulfill any of the requirements of the Contract, the City shall have the right to terminate the Contract with cause with three days written notice to the consultant and to then contract and negotiate for the services with another consultant.

SCOPE OF WORK

The work covered under this contract consists of performing all duties in relation with GIS operations, for the City of Riverdale.

GIS Technician

- Provides technical and administrative assistance for the City of Riverdale's GIS program.
- Manages operation of GIS equipment, software, data, and products.
- Assists in the design, development and creation of databases, maps and other related projects.
- Educate new GIS users.
- Project management (able to accept a project independently and in a team work environment, design methodology to complete project, and produce final product(s)).
- Related duties assigned by the Department Head.

Qualifications and Skills

- Bachelor's degree in Geography, Cartography, Natural Resources, Computer Science, Planning, Environment Science or a related field.
- 3 years using ArcGIS 8.3 or 9. Knowledge in ArcInfo, Spatial Analyst, geodata bases and ArcView 3.x desirable.
- Familiarity with GIS applications in planning, public policy or related intergovernmental process is desired.
- Fundamental knowledge and skill in the operation of GIS equipment, including computer hardware, plotter/printer setup, GPS.
- Knowledge of databases such as Access (preferred), SQL, or SDE
- Excellent oral and written communication skills
- Ability to coordinate multiple projects simultaneously
- Ability to complete short-term projects with tight deadlines
- Desire to learn new skills related to GIS development including computer hardware, software, extensions.
- Establishes and maintains effective working relationships with employees, associates, government officials and the general public.

CANDIDATE IDENTIFICATION FORM

Please answer all questions. Attach additional sheets as necessary.

1. _____
Name

2. _____
Permanent address:

City State Zip Code

3. _____
Phone No.: - Fax No.

4. _____
E-Mail Address

8. Enter the number of years you have been in business: _____

Enter any other names you have done business under.

Indicate the dates, locations and number of years for each:

Schedule of References Form

Requested Item	Comments
Name of Company	
Name of Contact Person	
Address	
# Yrs Contracted	
Tel. #	
Requested Item	Comments
Name of Company	
Name of Contact Person	
Address	
# Yrs Contracted	
Tel. #	
Requested Item	Comments
Name of Company	
Name of Contact Person	
Address	
# Yrs Contracted	
Tel. #	
Requested Item	Comments
Name of Company	
Name of Contact Person	
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Requested Item	Comments
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Name of Contact Person	
Address	
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Tel. #	
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